

**Justification**

**Project Name:** ICRC – Civil Rights Public Interface – 2 – Execution, approved by the Council 1/10/2007 for \$90,000 **CR #:** 10171

**Project Sponsor:** Ralph Rosenberg

**Change requested by:** Mary Hadd

**Originator:** Mary Hadd

**Urgency:** Immediate **Date requested:** March 12, 2008

Additional funds are needed due to the following:

**Description of Change Requested:**

1. Additional items requested due to Legislative mandated changes
2. Ability of public to upload documents electronically
3. Ability for Local Agencies to enter data

Additional basis types have been added to the application due to Legislative mandated changes. This requires changes in the database, the screens and the questionnaires.

**Reason for Change:**

In discussions with ICRC staff, it was noted the counsel for both the respondent and complainant very often submit detailed documents. At the time the original requirements were gathered for this project, it was not realized there was a need and/or desire to allow the complainant and respondent or their respective counsel to upload documents electronically. However, it has become apparent there is a real need and this will allow the ICRC staff to more quickly view the documents related to a case.

Please see attached documentation.

**Proposed Approach to Resolve:**

Amend code to allow for additional items and changes in current items to accommodate the required and requested changes.

**Impact**

**Impact on Scope:** Additional items will be added increasing the project scope as well as time and cost.

**Impact on Scope Risk:** Additional and changed items will require more testing as well as regression testing to ensure the complete project is operational.

**Impact on Schedule:** Schedule is increased.

**Impact on Staffing Effort:** Additional time will be needed for staff to implement changes

**Impact on Spending:** Additional funds of \$31,723.00 are required

**Other:**

Billed to: (Accounting Code)

Approval

Project Leader/Date	Customer/Date	Sponsor/Date

Additional Justification.

### **Upload documentation**

At the time this project was initiated and planned, the uploading of multiple documents using the internet was rarely used. However, as time has progressed, this has become a normal procedure. The current plans for this application are to have the customer send in their files through the regular mail system. This would prevent the ICRC staff from being able to quickly view documents. They would need to “track” down the file folder and then view the submitted documents. It also means there is a lag time between the time the documents are mailed and when they are actually placed in the folder. There is also no real way for the staff to determine what documents have been submitted. This change will allow the complainant, respondent or their respective legal counsel to quickly upload the documents. The application will have a screen allowing the ICRC staff and customers to quickly view who has submitted documents and what those documents are. This change will require the following additional screens: a screen allowing the user to browse their computer to locate the file and then upload the file; a screen which allows the ICRC staff to view all documents uploaded with the following information: id of person who uploaded the document, document name, and date the document was uploaded. The ICRC staff will also need to make a determination of who will be allowed to view the uploaded document. A new menu item will have to be added to allow the user to upload documents from anywhere within the application and to view/and or download those documents for which they have been given permission to view.

Total time needed: 120 hours (design, development, testing)

Total funds needed: \$10,151.00

### **Additional items dictated by Legislative changes**

Changes were made by the state legislature requiring ICRC capture additional items:

1. Sexual preference
2. Gender identity
3. Housing – Retaliation
4. Housing – Constructive Eviction
5. Public Accommodation – Law Enforcement
6. Add questions for the following items:
7. Complainant Housing – Retaliation
8. Complainant Housing – Constructive Eviction
9. Complainant Public Accommodation – Law Enforcement
10. Respondent Housing – Retaliation
11. Respondent Housing – Constructive Eviction
12. Respondent Public Accommodation – Law Enforcement

This has required additional items to be added to one screen as well as new questions to be added to the Questionnaires.

Total time needed: 50 hours (design, development, testing)

Total funds needed: \$4,230.00

**Additional time needed due to change in technology**

Additional time is needed due to the change in the technology being used to allow the complainant and respondent to complete the questionnaires on line.

Total time needed: 60 hours (design, development, testing)

Total funds needed: \$5,075.00

**Allow changes to be made by the Local Agencies**

Allow access to all cases that are cross filed and processed by a Local Commission to enable the Local Commission to update the Case Management System with changes with either the complainant's or respondent's information. This will require issuing a third control number per case and ensuring the correct rights to view the data is available to the Local Commission.

Total time needed: 55 hours (design, development, testing)

Total fund needed: \$4230.00

**Provide a means for the ICRC Staff to view a list of those cases submitted electronically**

Provide a way for the ICRC employee to receive a list of new cases which have been entered electronically

Total time needed: 25 hours (design, development, testing)

Total fund needed: \$2,115.00

**Additional project management time**

Estimated time needed: 20 hours

Estimated funds needed: \$1,692.00

**Additional testing time – regression testing with the implementation of the new code**

Estimated time needed: 50 hours

Estimated funds needed: \$4,230.00